

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section		REVISED DATE: 08/25/2014
APPLICABLE TO: Community Corrections Grant Act Programs		
TITLE: Procedural Bulletin #6	SUBJECT: Transfer of Clients	
TEXT: <div style="margin-left: 40px;"> PURPOSE: To provide guidelines governing the transfer of clients from One jurisdiction to another. </div> <div style="margin-left: 40px;"> LEGAL REFERENCE: IC 11-12-8 (1-1) IC 11-12-9 (1-8) </div> <div style="margin-left: 40px;"> RELATED BULLETINS: </div>		

I. Criteria for Transfers

- A. One or more of the following criteria must be present to begin transfer proceedings:
 - 1. Client's family/support system resides in receiving jurisdiction and offers assistance;
 - 2. Client has verifiable employment and or has been accepted for enrollment in an educational or vocation school;
 - 3. Client has a verifiable place of residence;
 - 4. Client has a health condition which requires residence near a specified health facility.

II. Procedures

- A. Intra-state transfers (within State)
 - 1. Determine advisability of transfer according to above criteria and obtain Court approval.
 - 2. Contact Community Corrections' Director of receiving jurisdiction or Chief Probation Officer in the absence of a Community Corrections program. For a client on Community Corrections as a condition of probation, coordinate transfer efforts in cooperation with that agency.
 - 3. Forward necessary paperwork to receiving jurisdiction (intake form, presentence investigation, courtesy supervision request form, etc.).
 - 4. Obtain client's signature acknowledging transfer conditions (e.g., special conditions of supervision, user fees, reporting instructions including deadline (5 business days), failure to comply consequences, etc.);
 - 5. If a client fails to comply, receiving jurisdiction shall immediately notify sending agency, write an incident report on the violation or reason for non-compliance, and if necessary, request the sending agency request a warrant from the sentencing court, and refer client back to original jurisdiction.
 - 6. Upon successful completion of all court ordered requirements, the receiving CCGAP shall submit a completion report to the referring agency.
- B. Inter-state transfers (outside State: IC 11-12-8-2 to 11-12-9-8)
 - 1. Follow proceeding statutory requirements and obtain Court approval.
 - 2. If offender is on probation, contact the Indiana Judicial Center for Inter-state Compact Procedures (courtesy supervision).

III. Additional Provisions

- A. Transferring is not a mandatory right possessed by the client. The transfer is carried out at the discretion of the sending and receiving jurisdictions.
- B. Accepting a transfer case is a professional courtesy.
- C. No conditions shall be placed on the client that would be in conflict with the normal capabilities or policies of the receiving CCGAP.
- D. All clients must meet the eligibility criteria of the receiving CCGAP and comply with both the sending and receiving CCGAP rules and regulations.